Job Opportunity Bulletin

Post Date: FEBRUARY 19, 2014

EXECUTIVE ASSISTANT

Salary Range: \$3,288 - \$4,116 Permanent, Full Time

FINAL FILING DATE: UNTIL FILLED

The Executive Assistant would provide the Assistant Deputy Directors with staff assistance and administrative support on confidential and sensitive departmental or program matters and relieving the Assistant Deputy Directors of administrative details.

For complete duties, please see the duty statement on the following page.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Microsoft Office and office management principles, methods and procedures.
- The principles and methods of public and business administration.
- ❖ The organization's relationship with other governmental entities.
- The functions, programs and operations in the administrator's area of responsibility.
- Think clearly and analyze problems of organization and management and take effective action.
- Handle sensitive and confidential assignments with tact and diplomacy.
- Work under pressure and time constraints and handle changing priorities.
- Establish, maintain cooperative working relationships and communicate effectively.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. Be sure to include the **basis of your eligibility** (list eligibility or lateral transfer) and position #473-210-1728-XXX on your application.

JOIN THE DDS TEAM!

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to: Position # 473-210-1728-XXX

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Claudia Lutz

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q Sacramento, CA 95814 "Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION Executive Assistant	DIVISION/BRANCH Community Services Division/Office of Community Operations/Office of Federal Programs and Fiscal Support
EMPLOYEE NAME	SECTION/UNIT N/A
POSITION NUMBER 473-210-1728-XXX	EFFECTIVE DATE

SUMMARY: Under the direct supervision of the Assistant Deputy Directors of the Office of Community Operations (OCO) and the Office of Federal Programs and Fiscal Support (OFP&FS), the Executive Assistant (EA) manages sensitive subject-matter and departmental and program issues, and performs a variety of high-level and challenging duties. The EA is expected to consistently exercise a high-degree of initiative, independence and originality in performing assigned tasks. The EA has administrative responsibility for follow-up on issues related to OCO and OFP&FS; providing administrative assistance and secretarial support; preparing new and efficient office management procedures; and performing other related work.

EXAMPLES OF DUTIES:

- Provides staff assistance and administrative support to the Assistant Deputy Directors on confidential and sensitive departmental or program issues and researches facts and data that lead to critical decisions, relieving the Assistant Deputy Directors of administrative details.
- Reviews incoming correspondence, reports and materials for format, content and 20% grammar, ensuring that such documents are complete and acceptable for the Assistant Deputy Directors' approvals and/or signatures.
- Screens, redirects, or responds to requests for information, telephone calls or written 20% inquiries from the Legislature, regional centers, other high-level public and private agencies, and the general public on behalf of the Assistant Deputy Directors. Maintains good working relationships and interpersonal skills in order to achieve the goals and objectives of OCO, OFP&FS and the Community Services Division (CSD).
- Orally and electronically keeps the Assistant Deputy Directors advised of high-priority and ongoing assignments and communicates the Assistant Deputy Directors' instructions to subordinate staff to ensure deadlines are met.
- Maintains the Assistant Deputy Directors' working daily calendars; determines priority of 10% appointments; schedules and coordinates meetings; makes travel arrangements, including the preparation of travel itineraries and travel expense claims.

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- 10% Provides and implements computer-based office management systems; acts in lead capacity to OCO and OFP&FS' clerical staff, and assists in planning workload standards and staffing needs.
- 10% In the absence of the Assistant Deputy Directors, uses and initiates good judgment to organize, plan and take action to delegate work to appropriate subordinate staff on behalf of the Assistant Deputy Directors.

SUPERVISION RECEIVED: Reports to and is under the direct supervision of the Assistant Deputy Directors of OCO and OFP&FS, and may receive lead direction from the Administrative Assistant I of CSD.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Short timelines, high-volume workload, and work on a personal computer 35 to 70 percent of total office time.

TYPICAL WORKING CONDITIONS: Open-space partitioned offices in a smoke-free environment. Typical work hours are 8:00 a.m. to 5:00 p.m.

PERFORMANCE REQUIREMENTS:

<u>Knowledge of</u>: Microsoft Office; the principles and methods of public and business administration; office management principles, methods and procedures; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs and operations in the administrator's area of responsibility; the principles and practices of supervision.

<u>Ability to</u>: Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; supervise the work of others.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date
Supervisor Name	Supervisor Signature	Date
(Print)		

Employee and Supervisors acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.

Revised: 2/6/14